

2024-2025 Program Monitoring Validation Guidance Document

Program: Title I, Part A

Requirement: Campus Allocations

Documentation Requested

Documenting overall compliance for a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor. To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally. The documentation requested for submission during the validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirement described. TEA will utilize the following table to determine if the LEA submitted sufficient documentation to support LEA compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2023-2024 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 13, 2024**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
<p>1.1 Evidence showing amounts of Title I, Part A Campus Allocations and how those amounts were determined</p>	<p>2023-2024</p>	<p>Spreadsheet showing campus name, campus number, enrollment, number of low-income students, low-income percentage, per-pupil amount, and amount of total Title I, Part A campus allocation for all Title I, Part A served campuses.</p> <p>Note: Campus status, enrollment and low-income percentages should match what was reported on the 2023-2024 SC5000.</p>
<p>1.2 Evidence that T1A campus allocations were actually budgeted for campuses</p>	<p>2023-2024</p>	<p>Relevant pages from General Ledger showing T1A amounts budgeted to campuses. The pages should identify the campus name, campus number, and amount of regular Title I, Part A allocation budgeted. [Note: This should not include any Title I, Part A PFE funds from the LEA Reservation that are allocated to campuses; those amounts should be tracked separately.]</p>

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;
 - the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

LEAs may reference the 2024-2025 Program Monitoring Validation Process Handbook for documentation submission instructions.

Resources

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the program monitoring validation process. Please consult with ESC staff if there are questions or if additional information is needed. Regional ESC Federal Program staff information can be located in the Contact Information section of the [Title I, Part A web page](#).

The following resources are also available on the [TEA ESSA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation Training Video and Slides;
- Overview of the 2024-2025 Program Monitoring Validation Process Training Video, Slides, and Handbook

Requirement References

The requirement is referenced in the following documents:

<p>Every Student Succeeds Act (ESSA) Statute</p>	<p>Section 1113(c): ALLOCATIONS.—</p> <p>1. IN GENERAL.—A local educational agency shall allocate funds received under this part to eligible school attendance areas or eligible schools, identified under subsections (a) and (b), in rank order, on the basis of the total number of children from low-income families in each area or school.</p> <p>2. SPECIAL RULE.—</p> <p>1) IN GENERAL.—Except as provided in subparagraph (B), the per-pupil amount of funds allocated to each school attendance area or school under paragraph (1) shall be at least 125 percent of the per-pupil amount of funds a local educational agency received for that year under the poverty criteria described by the local educational agency in the plan submitted under section 1112, except that this paragraph shall not apply to a local educational agency that only serves schools in which the percentage of such children is 35 percent or greater.</p> <p>2) EXCEPTION.—A local educational agency may reduce the amount of funds allocated under subparagraph (A) for a school attendance area or school by the amount of any supplemental State and local funds expended in that school attendance area or school for programs that meet the requirements of section 1114 or 1115.</p>
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Eligible School Attendance Areas (#11-13)</p> <p>11. The LEA shall allocate Title I, Part A funds to eligible school attendance areas or eligible schools in rank order, on the basis of the total number of children from low-income families in each area or school. [Section 1113(c)(1)]</p> <p>12. Special Rule: Except as provided in Section 1113(c)(2)(B), the per-pupil amount of Title I, Part A funds allocated to each school attendance area shall be at least 125 percent of the per-pupil amount of funds the LEA received for that year under the poverty criteria described by the LEA Plan submitted under Section 1112, except that this shall not apply to LEAs that only serve schools in which the percentage of such children is 35 percent or greater. [Section 1113(c)(2)(A)]</p> <p>13. Exception: The LEA may reduce the amount of funds allocated for a school attendance area or school by the amount of any supplemental State and local funds expended in that school attendance area or school for programs that meet the requirements of section 1114 or 1115. [Section 1113(c)(2)(B)]</p>
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>[Note: There is currently no Title I, Part A campus allocations self-check item on the Compliance Report.]</p>

Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov or via telephone at (512) 463-9499. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).